

MULTIJURISDICTIONAL NARCOTICS AND VIOLENT CRIME TASK FORCES REQUEST FOR PROPOSALS (RFP)

Grant Application Materials for Calendar Year 2012 Funding

INTRODUCTION

This request for proposals is solicited by the Minnesota Department of Public Safety - Office of Justice Programs (OJP) for multijurisdictional narcotics and violent crime task forces. Emerging trends and limited resources require new designs to address the most serious crimes negatively impacting local communities. Due to the complexity and cross-jurisdictional nature of the most serious crimes, it is most advantageous to use an approach that incorporates the expertise of prosecutors, law enforcement personnel and criminal analysts from local, state and federal agencies working cooperatively to identify and respond to the most serious threats. Jurisdictions working together enhance resource sharing, interagency coordination and information exchange to target and disrupt persistent criminals and criminal enterprises. It is an approach that is intended to target drug distribution networks, firearm crimes, violent gang activity and related serious criminal activity that is beyond the investigative resources of individual agencies.

OJP is the Minnesota state administrator for the Justice Assistance Grant (JAG) Program, a federal formula grant program funded by the U.S. Department of Justice, Bureau of Justice Assistance (BJA). This program allows for support to states, tribes, and local units of government in carrying out a broad range of activities to prevent and control crime and improve the criminal justice system. The Minnesota Office of Justice Programs has set aside a portion of its funds for task force efforts. In addition, the Minnesota state legislature appropriated funds in the 2011 session to support multijurisdictional violent crime enforcement teams to combat throughout the state of Minnesota. The Minnesota authority for gang and drug task force grants is Minnesota Statutes 299A.642 subd. 9.

In 2010, the Violent Crime Coordinating Council (“Council”) was created in statute to provide guidance related to the investigation and prosecution of gang, drug and related violent crime. The Council was tasked with the responsibility of developing a statewide strategy to ameliorate the harm caused by gangs and drugs. This strategy was to include the development of protocols, procedures and a structure to best address gang and drug issues in a multijurisdictional manner. The Council has adopted a Guidelines Manual that must be adopted in order to qualify for grant funding. In addition, Minnesota Statutes 299A.642 subd. 4, requires that all multijurisdictional entities must be certified in order to receive grant funding.

All task forces wishing to apply for funding for their multijurisdictional effort will complete this application. Parts of the application narrative will differ depending on whether application is being made for an existing or a new task force.

FUNDS AVAILABLE

It is anticipated that there will be \$4 - \$4.5M available for multijurisdictional task force grants. This is a reduction when compared to 2000-2011. Grants will be for 12 months with funding to begin January 1, 2012. Grants may be extended for an additional 12 months pending available funding and acceptable performance.

There is no cash match requirement for these grants; however, the grant funds available will not cover the full cost of operating your task force. Participating agencies will need to contribute some of the costs. Contributions of personnel, equipment, space, vehicles and cash resources may be necessary to support your task force in addition to the forfeiture dollars that you will apply to program operations. Applicants must discuss these contributions in the budget narrative as an indication of local support.

NON-SUPPLANT REQUIREMENT

If you are a currently funded task force with positions supported by grant funds, you may continue to request funding for those positions. Any new sworn or civilian positions that you request funding for must be for expanded effort (new hires or back-fills) or retained positions (positions that would otherwise be lost due to a reduction in your agencies authorized positions for 2012). **NOTE:** There will no longer be funds set-aside for specific gang officer positions, but support for those positions may be a funded expense if the position is justified as a critical need for task force operations.

ELIGIBLE APPLICANTS

Local units of government, tribes, county sheriff offices, and police departments are eligible to apply for funding. All applicants must be currently certified (certification requirements attached) and have an up-to-date Joint Powers Agreement or have both in place no later than January 1, 2012. In addition, a multijurisdictional task force must be structured in a way that incorporates elements that have proven successful. Those elements are:

1. Task force has at least one full-time officer and is comprised of officers from more than one law enforcement agency. Task force officers must be assigned to the task force and not be officers who serve only in an ad hoc or liaison manner.

2. Task force targets a geographic area not currently served by another task force.
3. Task force targets violent offenders and/or felonies that have the likelihood of being related to the distribution of narcotics, organized criminal enterprises and/or other cases that have a significant multijurisdictional impact.
4. Task force officers should be co-located and must be under the operational direction of a full-time task force commander. {Note that co-location is strongly preferred, but is not required, however, the task force must be a bona fide working unit that operates in a unified and cohesive manner}.
5. Task force adopts the policy and procedure guidelines ratified by the Council for task force operations and adheres to any other requirements for procedure or accountability that are contained in statute or may be adopted by the Council.
6. Task force processes all seized cash, physical assets and evidence through the normal evidence handling procedures within one of the local law enforcement agencies participating in the task force. Seizures of cash, real property and personal property must be done in accordance with all applicable laws and regulations and all task forces must promptly report forfeitures in accordance with MN. Statute 609.5315, subd. 6.
7. Net forfeiture proceeds must be claimed and used for the benefit of the task force when the related case is considered and reported as a task force arrest.
8. An active governing board is in place that meets regularly and plays a significant role in developing and monitoring task force priorities, budgets, and operations. The board must be structured in a manner consistent with Minnesota Statutes 299A.642 section 1-subd. 11 and must hold the task force accountable for adhering to the Guidelines Manual and for producing meaningful results in accordance with jurisdictional threats and strategies.
9. Task force has a Joint Powers Agreement (JPA) that addresses a formal framework for planning and coordination of case activities. Membership, personnel commitments, targets, operations, resources, equipment, use of forfeitures, and management and liability would be specific topics that must be addressed in the JPA.
10. Task force enters data into any statewide system implemented for the purpose of information sharing or officer safety. This includes, but is not limited to, RISSafe.

APPLICATION PROCESS

All applications will consist of a Project Information Sheet, Project Description Form, Narrative and Budget. All forms and information are available electronically in MS-Word on the Office of Justice Programs (OJP) website at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>

A general description of each component of the 2012 application follows:

- I. PROJECT INFORMATION SHEET-** This is the cover page for your application (no other cover or transmittal letter is necessary). The form includes contact information, service area and federal and state tax identification numbers. Note that it is possible for one agency to serve as the recipient of funds (Grantee), while another is responsible for the “operational command and supervision” of the project.
- II. TERMS and CONDITIONS for GRANTS and GRANT PROGRAM GUIDELINES –** These 2 forms need original signatures from the authorized official of the applicant organization. If funded, these conditions and guidelines become a part of your grant contract as they are incorporated by reference. Only the original forms need be submitted with the original copy of application so you do not need to copy them for the additional application copies you supply.
- III. PROJECT DESCRIPTION FORM** is a 2 page form that describes your task force in terms of mission, partners, geographic coverage and staffing.
- IV. THREAT ASSESSMENT** - Please address the following in no more than 6 double-spaced typewritten pages:
 - Discuss the geographic, demographic, economic, and social conditions that contribute to drug distribution, drug abuse, firearm use and trafficking and criminal activity by gangs in your geographic area. Address how the area’s location and transportation infrastructure may affect the movement of drugs through and into the area and any financial operations that may facilitate crime-related money laundering.
 - Detail the nature and scope of the drug threats in the task force area. In the order of the severity of the threat, describe the availability and abuse of the following: cocaine, methamphetamine, marijuana, pharmaceuticals, heroin, and club drugs.
 - Describe the method and volume of drug cultivation, conversion or production occurring in the area; including statistical and anecdotal information about methamphetamine laboratories and synthetic drugs.

- Discuss all phases (wholesale, midlevel, and retail) of the drug distribution process in your area. Address where gangs and other distributors operate, the quantities they distribute, pricing, and distribution methods. Include a discussion of the criminal groups involved; highlighting any national or international ties or associations these groups may have.
- Discuss violence related to drug abuse and drug distribution. Discuss how the violence is related to the drug itself and how the violence is related to the transportation or distribution of the drug.
- List the predominant gangs or organized criminal enterprises operating in your area. Detail the types of criminal activity that local gangs are involved in other than drug dealing. Comment on violent crime, person and property crime, vandalism, community intimidation, competition for territory, firearm violations, human trafficking, and other criminal enterprises such as identify theft and financial crimes.
- Outlook. What indicators, changes, patterns and trends can be identified or concluded from the available information. What warnings, barriers, vulnerabilities, strengths and intelligence gaps can be identified or concluded from the available information? What is predicted for the future?

IV. PROJECT NARRATIVE of no more than 5 double-spaced typewritten pages.

Currently funded task forces and new applicants will address different questions.

CURRENTLY FUNDED TASK FORCES - address the following:

- Describe any changes you have made or propose to make to your task force in terms of boundaries, personnel, command structure, location, partnerships, operating protocols or other material changes. Include changes related to the reviews that you have received. Also, if you are not co-located, please explain why co-location is not possible and what steps you will take to ensure a unified operation and adherence to the Guidelines Manual.
- Detail the outcomes you have achieved that speak to the added value of having a task force in your area. Use relevant data as it is available and briefly describe one or two significant task force investigations that disrupted drug traffickers, gang operations or other organized criminal enterprise in your area.
- Discuss how you have and will share intelligence/information and coordinate efforts with others who are not members of your task force in furtherance of your goals. To include:

local, state and federal agencies; other task/strike forces; and community agencies and businesses.

- Describe how you will identify targets by analyzing relevant data and information and engage the community to establish criminal enforcement and prosecution priorities.
- Describe the role your task force will play (alone or in collaboration with others) to prevent drug and violent criminal activity.
- Considering what you determined as a part of your Threat Assessment, describe:
 - A. The type of drugs (as applicable), offenders and offense types you will be targeting as well as other efforts you will take to address the problems identified in your threat assessment.
 - B. The strategies you will use to identify, apprehend, and prosecute drug distributors, drug traffickers and gang hierarchies/gang members and other violent criminals who are engaged in illegal activity.
 - C. Training you propose to offer to law enforcement or the public in your area and/or any other type of prevention/intervention programming.
 - D. At least 3 - 5 clearly defined and measurable objectives for the grant period and indicate the measures you will use to show your impact. (Please consider how you will demonstrate effectiveness beyond output data such as arrests)

NEW APPLICANTS FOR TASK FORCE FUNDING – address the following:

- What led to the recognition that a multijurisdictional task force was a desired resource for your area? Discuss how traditional methods of local narcotics and/or gang enforcement have not been sufficient to address the problems you have identified above. Describe how your task force effort (targets, strategies, etc.) will be different from what you have done previously within your local jurisdictions.
- Describe your proposed service area. Discuss how you determined your proposed service area in terms of gang activity, drug distribution patterns and existing relationships between agencies who will participate.
- Describe how your proposed project specifically addresses each of the required elements to be eligible as a multijurisdictional task force.

- Describe each partner’s role in the task force and evidence of their willingness to leverage and redeploy existing resources and create new sources of support.
- Indicate how will you select the investigator(s) to be assigned to the task force and what criteria you will use? How will you ensure that the selected officer(s) has or will acquire the necessary training to be successful?
- Discuss others you intend to share intelligence/information and coordinate efforts with others who are not members of your task force (local, state and federal agencies; other strike/task forces; and community agencies and businesses).
- Considering what you determined as a part of your Threat Assessment, describe:
 - A. The type of drugs (as applicable), offenders and offense types you will be targeting as well as other efforts you will take to address the problems identified in your threat assessment.
 - B. The strategies you will use to identify, apprehend, and prosecute drug distributors, drug traffickers and gang hierarchies/gang members and other violent criminals who are engaged in illegal activity.
 - C. Training you propose to offer to law enforcement or the public in your area and/or any other type of prevention/intervention programming.
 - D. At least 3 - 5 clearly defined and measurable objectives for the grant period and indicate the measures you will use to show your outcomes. (Please consider how you will demonstrate effectiveness beyond output data such as arrests/seizures).

V. BUDGET DETAIL FORM and NARRATIVE for the period January 1 through December 31, 2012 is provided. The form must be used to describe expenditures from grant funding in each line item. Expenditures must support the activities and outcomes described in the work plan.

NOTE: You may use an alternate format such as an Excel worksheet to present your budget as long as it utilizes the same budget categories and provides calculation information.

You must also provide a budget narrative describing the following: in-kind support to the project (staff, facilities, vehicles, etc); any source and use of funds you anticipate being dedicated to the project above and beyond the grant funds requested and any other information that supports your budget request.

Eligible Use of Funds

Grant funds may be used for direct costs associated with the operation of the task force.

Provide sufficient detail and/or show calculations to indicate how costs were determined. Examples of allowable costs in each line item are listed on the budget form.

Eligible costs are as follows:

- Personnel – cost of law enforcement and clerical salaries (subject to limitations noted above under “supplant”) and overtime associated with task force work.
- Payroll Taxes and Fringe – for salary dollars budgeted.
- Contract services: support staff, translation, lab fees, liability insurance, prevention programming, etc.
- Training - for task force personnel. Provide detail on type and specific costs.
- Travel/vehicle. Vehicle lease, fuel and maintenance costs.
- Equipment purchases over \$5,000/unit will not be allowed. Budget minor equipment under “program expenses”.
- Office Expenses – costs associated with the operation of a task force office: office phones, photocopying, office supplies, etc.
- Program Expenses – costs associated with investigations and the prevention component of task force work. Examples: cell phones for officers, field supplies, minor expendable equipment and computer software/licenses.
- Confidential Funds – Funds for purchase of evidence, information and services related to specific investigations.
- OTHER – costs not easily categorized including rental of office and storage space and any utilities associated with the rental of space.

APPLICATION REVIEW PROCESS

This is a competitive application process that will involve several levels of review. Initially, reviewers will read and rate applications according to a standardized scoring system. Reviewers will then meet to discuss the strengths and weaknesses of each application and prioritize the proposals that should be funded. Reviewers will also suggest grant award amounts to be considered for each of the successful applicants. OJP staff will then prepare a summary of the recommendations of the review group and

will provide additional information about each proposed project for the Commissioner of Public Safety. Finally, the Commissioner of Public Safety will review previous performance, reviewer comments, and supporting documentation to determine final award amounts for 2012.

Applicants should be notified of funding decisions on November 14, 2011. Any appeals of funding decisions should be submitted in writing by November 18, 2011 to DPS Commissioner Mona Dohman, 445 Minnesota Street, Suite 1000, Bremer Tower, St. Paul, MN 55101.

IMPORTANT INFORMATION FOR ALL APPLICANTS APPROVED FOR FUNDING

GRANT PROCESS

Once a final budget has been agreed to, a formal grant agreement will then be prepared and must be signed by both the grantee organization and OJP. Once the signature process has been completed the grant is considered fully executed. It then becomes a legally binding agreement between the funded organization and OJP. At that time, the grantee will receive a final signed copy of the grant agreement.

This is a cost reimbursement grant and grantees will only be paid for eligible expenses that are incurred on or after January 1, 2012 and are consistent with the negotiated budget.

POST AWARD REQUIREMENTS (Some or all may apply depending on your funding source)

- **Resolution.** There must be a resolution or other documented authority from the governing body of the applicant agency authorizing that entity to enter into a contract with OJP.
- **Eligibility Criteria.** Eligibility criteria for task forces will be incorporated into the grant agreement by reference and failure to continue to meet all required criteria will result in grant termination.
- **Joint Powers Agreement.** A sufficiently detailed Joint Powers Agreement (JPA) between participating agencies must be submitted by January 1, 2012.
- **Narrative and Data Reporting and Participation in Statewide Evaluation Efforts.** Grantees will be required to submit quarterly reports in a prescribed manner and cooperate with statewide evaluation efforts.
- **Certifications.** All certifications governing compliance with applicable state and federal requirements such as lobbying, debarment, drug free workplace, civil rights and equal opportunity, worker's compensation, data privacy, financial compliance, asset forfeiture, confidential funds management, and intelligence sharing will be included as a part of the grant

contracting process.

- **Out-of-State Travel.** All out of state travel (other than for active investigations) to be funded with grant funds that is not specifically budgeted must be pre-approved by the state's authorized agent or their designee.

APPLICATION TIMELINES

The projected timeline to review applications and award federal and state funds for 2012:

September 20, 2011	RFP issued and Application Workshop held
October 19, 2011	Applications due to OJP (postmark or delivery date)
October 24 -31, 2011	Application review
Week of November 7, 2011	Review by the Commissioner of Public Safety
November 14, 2011	Applicants notified of award decisions
November 29, 2011	Grantee revised work plans and budgets and certifications due to OJP
December 5 – 29, 2011	Grant agreements completed by OJP and mailed to grantees
January 1, 2012	Grant period begins. Joint Powers Agreements are due.

APPLICATION SUBMISSION

An original application, 8 copies and an application on CD-ROM or flash drive must be postmarked or delivered no later than Wednesday, October 19, 2011 at 4:00 p.m. FAXED, emailed or late applications will not be accepted. Please staple each copy, but do not include a binder or cover. Do not include letters of support or any other documents not asked for in the RFP. Applications should be sent to:

**Minnesota Department of Public Safety
Office of Justice Programs
445 Minnesota Street, Suite 2300
St. Paul, MN 55101- 5100
ATTN: Multijurisdictional Task Force RFP**

Any questions about the application process should be directed to Sue Perkins at (651) 201-7338 or E-mailed to sue.perkins@state.mn.us NOTE: Any clarifying information or updates regarding this Request for Proposal will be posted on the OJP website at:
<https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>

Notification - *The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application. The State reserves the right to reject any and all applications received as a result of this Request for Proposal. The State does not intend to award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.*